

## **Carlisle Conservation Commission Filing Checklist for the Notice of Intent**

### **Notice of Intent (“NOI”) Documentation:**

1. A fully completed and signed Wetlands Protection Act (“WPA”) Form 3. A copy of this state form can be obtained online at [www.mass.gov/dep/](http://www.mass.gov/dep/) or at the Conservation Commission office.
2. A project narrative that describes the project and wetlands resource areas and addresses how the project will meet general performance standards set forth in the state wetlands regulations, 310 CMR 10:00, and the Town of Carlisle Non-zoning Wetlands Protection Bylaw.
3. A locus map in 8 ½ x 11 format derived from a U.S.G.S. quadrangle map that shows the project location.
4. A wetlands delineation report prepared by a qualified wetlands scientist. Completed delineation field data forms for the wetland delineation are to be included in this report.
5. Project plans. The project plans should document existing conditions as well as proposed work. Depict all state and local wetland resource areas, the 100’ buffer zone and note date of delineation as well as the wetlands scientist responsible for the delineation. Delineations more than three years old may be rejected. Depict FEMA and Carlisle Wetland/Flood Hazard Zoning Districts. Depict existing topography. Depict existing structures, pavement, utilities, and other previous site improvements. Depict proposed structures, modifications to structures, grading, paving, drainage or water control structures, vegetation removal, and plantings. Show temporary construction-related activities and site modifications including limit of work, erosion control, work access, and stockpiling. Plans should include a graphic scale (not more than 1”=50’), date, title block and stamp of the registered professional responsible for the work or conditions depicted.
6. If the project must comply with DEP’s Stormwater Policy, submit a completed and signed Stormwater Management Form.
7. Submit a completed and signed NOI Wetland Fee Transmittal Form and a check for the town share of that fee. Submit a second check for fee due under the Town of Carlisle Non-zoning Wetlands Bylaw.
8. If any portion of the project is located in estimated habitat as indicated on the most recent Estimated Habitat Map of State-Listed Rare Wetland Wildlife published by the Natural Heritage and Endangered Species Program, submit proof of mailing of the NOI to the state Natural Heritage and Endangered Species Program.
9. Submit a completed Notifications of Abutters Form. Include evidence of notification of abutters of the project by certified mail or by [Certificate of Mailing](#). Append a certified abutters list, obtained from the Town Assessors’ office.

### **NOI Submittal Procedure:**

1. As record copies to be retained by the Conservation Commission, submit 2 copies of all the documentation listed above. Follow WPA Form-3 instructions for submittal of information to the state.
2. For project review by the Conservation Commissioners, submit seven copies of Items 1-6 of the documentation listed above. Plan sets may be submitted half-scale if they remain legible. Plan sets should include a graphic scale. *All materials except for the plans shall be printed double sided and stapled at the top left hand corner.*
3. If the Conservation Administrator finds the filing complete, a hearing will be scheduled. Coordinate hearing schedule with the Administrator (978.369.0336). All NOI’s must be submitted by Friday noon approximately two weeks prior to the desired scheduled hearing date. The Commission will submit the legal notice to a local newspaper. The newspaper will bill the applicant. The Commission generally meets on the second and fourth Thursdays of each month. Please confirm the schedule with the Conservation Administrator.